

## ROLE DESCRIPTION

**Details of Post**      **Vicar**

**Role title as on licence:**

**Name of Benefice:** St. Cuthbert with St. Aidan

**Deanery:** Portsmouth

**Archdeaconry:** Portsmouth

**Initial point of contact on terms of service:** Archdeacon of Portsmouth

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**Signed by licence holder:**

**Signed by Bishop/Archdeacon:**

**Date:**

**To be reviewed:** 6 months after commencement of the appointment and at each Ministerial Development Review

## **Role Purpose**

### **General**

- To share with the Bishop both in the cure of souls and the responsibility for co-operating with the Holy Spirit in growing the Kingdom in the parishes. This particularly involves working with other parishes and colleagues in the deanery/Island to develop the deanery/Island plan for mission and ministry (the development of the plan is the responsibility of the Area Dean and Deanery Pastoral committee and Synod)
- To have regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation, such as the Declaration of Assent
- To be rooted in the community, to offer pastoral care to all, and to show the love of God by responding to local needs
- To nurture the congregations through a ministry of word, sacrament, prayer and service
- To oversee the organisational life of the churches by attending to matters of health and safety, finance, legislative requirements, administration and people management

### **In your office as a priest you are called**

- To say Morning and Evening Prayer daily
- To be servants and shepherds among the people to whom you are sent
- To be messengers, watchmen and stewards of the Lord
- To teach and to admonish
- To call your hearers to repentance and to declare in Christ's name the absolution and forgiveness of their sins
- With all God's people, to tell the story of God's love.
- To baptise new disciples in the name of the Father, and of the Son, and of the Holy Spirit
- To unfold the Scriptures, to preach the word in season and out of season, and to declare the mighty acts of God.
- To preside at the Lord's table and lead his people in worship
- To bless the people in God's name.
- To resist evil, support the weak, defend the poor and intercede for all in need.
- To minister to the sick and prepare the dying for their death.
- To help discern God's will for the churches and people whom you serve through the guidance of the Holy Spirit to release and foster the gifts of all God's people that the whole church may be built up in unity and faith
- To prepare couples for marriage and conduct wedding services
- To prepare parents of young children for baptism
- To prepare for and conduct funeral services

## Specific responsibilities

- To co-operate with the PCC in the whole mission of the church, which is spiritual, legal, financial, Synodical, pastoral and missionary
- To encourage and enable clergy and lay colleagues, churchwardens, PCC, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively
- To oversee the planning, organisation and conduct of worship, making appropriate use of available resources to give glory to God and to nurture the faith of all within the life of the Church
- To inspire, motivate and empower all members of the Church in their own discipleship, and where appropriate use and develop classes and courses
- To oversee preparation for confirmation, marriage and baptism
- To identify pastoral care needs within the parishes' communities and ensure appropriate structures and people are in place to provide the necessary support
- To nurture and develop relationships with all local schools,
- To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate
- To support discussions within the deanery in the light of future plans for pastoral reorganisation
- To make full use of resources and buildings in order to develop the mission and outreach of the parish
- To find ways of attracting those on the fringe, to draw them into the life of the church
- To develop own faith and that of those within the congregation through regular worship, prayer, reflection and study
- To make time for yourself and God, and for yourself and your family
- To maintain a balanced and healthy life style by attending to personal physical and spiritual well being and needs
- To build a greater sense of unity, common purpose and cooperation between the churches in the benefice
- *To continue the ministry within Messy Church, All Age services and Café Church services.*
- *To organise and hold regular meetings with appropriate people which ensure the smooth running of our parish.*
- *To be a member of the St. Cuthbert's Trust.*
- *To liaise with the architect, building contractors, DAC and prepare faculties as needed.*
- *To liaise with the Doctors' Surgery and PFI Company who rent the surgery.*
- *Be a supportive pastoral presence in the Centre, Surgery and Cafes.*
- *To ensure that safeguarding policies and procedures are in place and operating effectively.*
- *Oversee any clergy or reader training as necessary.*

## **Key contacts and relationships**

### **Diocesan and Deanery**

- The Bishop and Archdeacon
- The Area Dean, Deanery Chapter and Deanery Synod
- The Diocesan Secretary and Diocesan Staff
- The Cathedral and it's staff
- Local Ministers of other Christian traditions

### **Parish**

- Licensed and authorised colleagues (eg Lay Readers, assistant clergy)
- The Churchwardens, treasurers and PCC members of the parish
- The Parish Safeguarding Adviser and any other significant lay volunteers or employees (eg Organist, pastoral assistants, secretary)
- Any schools within the benefice
- Any Children and Youth Work leaders and volunteers
- Any commercial, local institutions or community organisations as appropriate
- *The staff and volunteers working in St Cuthbert's Community Centre.*
- *The architect, building contractors etc.*

**Benefice summary**

**Parishes: St. Cuthbert with St Aidan's, Portsmouth**

**Patron: Bishop Christopher**

**Licensed Ministers: Rev. Carol Gully. Rev. Kate Marlow.  
(both non-stipendiary and part time)  
Lay Readers Richard Shurmer and Jane Robinson.**

**Number of PCCs: 1**

**Number of Churchwardens: 2**

**Buildings – Grade 2 Listed Church with a doctors' surgery, community centre and worship space within church building. Six bedroomed vicarage.**

**Churchyard – No Church Yard but small memorial garden**

**Average Sunday Attendance: 70**

**Number on Electoral Roll: 118 (2018)**

**Number of occasional offices per annum: 2017**

**Weddings 3**

**Funerals 14**

**Baptisms 21**

**Parish Share: £38,942 (2017)**

**Resolutions if passed: None passed**

**Church tradition: "Middle of the Road"**

**Population: 12,000 (approximately)**